

PPM 601

OWNERSHIP & TRANSFER OF GOODS PURCHASED WITH VOCATIONAL REHABILITATION PROGRAM FUNDS

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GENERAL REQUIREMENTS

601.01 OWNERSHIP OF GOODS PURCHASED WITH VOCATIONAL REHABILITATION PROGRAM FUNDS

Except as described in section 601.02 of this chapter, all goods purchased with Vocational Rehabilitation Program funds remain the property of the program until **successful** case closure, at which time ownership is transferred to the individual for whom they were purchased or to their current holder.

601.02 EXCEPTIONS**(1) GOODS PURCHASED BY THE INDIVIDUAL OR FAMILY**

Goods purchased **in whole or in part through** financial participation of the individual or the family of the individual are the property of the individual upon receipt.

(2) GOODS PROVIDED BY THIRD-PARTY COMPARABLE SERVICES AND BENEFITS SOURCES

Goods purchased or provided for the individual **wholly** through comparable services and benefits sources are the property of the individual upon receipt, subject to the policies of the comparable services and benefits providers, **where such policies exist and apply**.

(3) INDIVIDUALLY **PRESCRIBED AND MODIFIED **GOODS****

Medical devices and other goods that have been **prescribed**, provided, or modified to meet the specific needs of a particular individual and are **not transferable to** any other individual become the property of the individual for whom they were purchased upon receipt.

(4) RANDOLPH-SHEPPARD VENDING FACILITY TOOLS AND EQUIPMENT

Tools and equipment purchased to furnish Randolph-Sheppard vending facilities remain the property of the agency permanently, unless ownership is purchased by, or otherwise transferred by the agency to, the vending program participant or **a** another party.

(5) EARLY TRANSFER OF OWNERSHIP FOR SBE PURPOSES

The ownership of goods purchased for self-employment outcomes, including small business enterprise outcomes, may be transferred to the program participant prior to case closure with the prior approval of the Counselor and Vocational Rehabilitation Program when the self-employment outcome becomes self supporting, or if necessary for the individual to provide collateral in order to secure a loan for the small business.

601.03 RESPONSIBILITIES OF INDIVIDUALS HAVING CUSTODY OF GOODS OWNED BY THE VOCATIONAL REHABILITATION PROGRAM

Each individual having custody of goods owned by Vocational Rehabilitation Program is required to act as a steward in good faith of the goods in his or her possession, and must agree in writing:

- (1) to utilize all such goods only for those purposes for which they have been provided;
- (2) that obvious abuse or carelessness, or repeated needs for repair or replacement of damaged goods will negate any obligation on the part of Vocational Rehabilitation Program to continue to provide repair services or replacement goods;
- (3) not to sell, gift, or otherwise transfer ownership or dispose of them, unless the goods were provided specifically for the purpose of resale or other disposition;
- (4) not to rent, lease, lend, sub-contract, or otherwise transfer possession, control, or use of such goods without an explicit written release to do so from Vocational Rehabilitation Program;
- (5) to notify the Vocational Rehabilitation Counselor immediately, should any such goods be stolen, damaged, destroyed, or otherwise lost, or if the goods are no longer needed for the purpose for which they were provided; and
- (6) that Vocational Rehabilitation Program may reclaim the goods (or, if applicable, their fair cash value), if the terms and conditions described in this section are not met.

601.04 RECLAMATION OF GOODS OR FAIR CASH VALUE

- (1) Goods purchased with Vocational Rehabilitation Program funds for the use of program participants, or their equivalent fair cash value, may be reclaimed by the program **at its discretion**:

(A) if the goods provided were obtained by misrepresentation, fraud, or collusion;

(B) if the goods provided are no longer needed and are no longer in use by the individual for the purposes for which they were provided;

(C) upon unsuccessful case closure;

(D) if the goods provided are used by the individual in the commission of a crime or for any other unlawful purpose; or

(E) if the individual violates any of the terms and conditions applicable to their provision, as described in section 601.03 of this chapter.

(2) Reclaimed goods may be re-assigned to another program participant or disposed of by Vocational Rehabilitation Program in any manner consistent with State of Indiana law and public policy.

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

601.05 REQUIRED DOCUMENTATION

(1) RECEIPT OF GOODS FORM

(A) For all goods purchased with vocational rehabilitation funds with a cost of more than \$50.00, the Vocational Rehabilitation Counselor and the recipient (or the individual's representative, if applicable) must complete the appropriate sections of the Receipt of Goods form:

(1) describing the goods provided and acknowledging their receipt;

(2) acknowledging and agreeing to the terms, conditions, and responsibilities of taking possession of goods owned by Vocational Rehabilitation Program; and

(3) certifying their release or reclamation.

(B) Each section completed must be signed and dated.

(C) All Receipt of Goods forms completed must be retained in the record of services for the individual.

(2) OTHER DOCUMENTATION

Case notes, fiscal documentation, and other information present in the record of services must be sufficient to determine the vocational relevance of goods provided, and their status at all times.

601.06 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: State agency policy and practice, consistent with federal regulations at 34 CFR 361.1; 361.12; 361.39.]

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